

ALASKA STATE LEGISLATURE



AMERICANS WITH DISABILITIES ACT **GRIEVANCE PROCEDURES**

For individuals who believe they have
been discriminated against because of
a disability by the Alaska State
Legislature.

This pamphlet will be made available in large print,
cassette tape, or other accessible format upon
request.

ALASKA STATE LEGISLATURE

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INTRODUCTION:

It is the policy of the Alaska State Legislature that no qualified individual with a disability shall be excluded, by reason of such disability, from the participation in or be denied the benefits of the services, programs, or activities of the Legislature or be subjected to discrimination by the Legislature.

This manual contains instructions on how to file a complaint with the Legislature if you believe the Legislature is not in compliance with the regulations implementing Title II of the Americans With Disabilities Act. The purpose of this procedure is to provide prompt, informal, and equitable resolution of complaints.

The regulations implementing Title II of the ADA prohibit public entities from discriminating on the basis of disability in the provision of services, programs and activities.

If you need help in writing a complaint and cannot locate someone to assist you, the Legislative ADA Coordinator will, upon request, aid you in locating an advocate or another representative not associated with the Legislature to assist you.

You are under no obligation to use this procedure before filing a formal complaint with the Alaska State Commission for Human Rights (ASCHR), United States Equal Employment Opportunity Commission (EEOC), or the United States Department of Justice (DOJ). Instructions on how to contact the ASCHR and EEOC and how to file a formal complaint with the Department of Justice are printed at the end of this manual.

COMPLAINT PROCEDURE:

1. Complaints should be made in writing or verbally and must contain the name of the person filing it and a brief description of the alleged violation. Complaints should be addressed to:

Legislative ADA Coordinator
State Capitol
Juneau, AK 99801-1182

Telephone: (907) 465-3854
TDD: (907) 465-4980
Fax: (907) 465-6557

2. You may file a complaint at any time up to 90 days from the date you are aware a violation may have occurred. (Processing complaints of discrimination which occurred before this procedure was in place will be considered on a case by case basis.)

3. Once we receive the complaint, an investigation, as necessary, will be conducted. The investigation, although informal, is to allow all interested persons an opportunity to be heard and submit evidence relative to the grievance.

4. Within ten working days after we receive the complaint the ADA Coordinator will meet with you and your representative, if any, in person or by telephone or other means. The purpose of this meeting will be to resolve the complaint.

Note: If you need an auxiliary aid or service at the meeting, such as an interpreter, reader, larger print, or cassette tape, you must let the ADA Coordinator know in advance so the coordinator may communicate with you.

5. We will issue a written determination on the validity and resolution of your complaint within 30 days of the filing.

6. If you are dissatisfied with the resolution of your complaint, you may request reconsideration. Your request for reconsideration should be made within ten days to:

Chair Alaska Legislative Council
State Capitol
Juneau, AK 99801

Telephone: (907) 465-3850
TDD: (907) 465-4980
FAX: (907) 465-3234

HOW TO CONTACT:

THE ALASKA STATE COMMISSION FOR
HUMAN RIGHTS
800 "A" Street, Suite 204
Anchorage, AK 99501-3669

Telephone: (907) 274-4692
Toll-Free Complaint Hot Line
(800) 478-4692

TTY/TDD Hot Line
(800) 478-3177

UNITED STATES EQUAL EMPLOYMENT
OPPORTUNITY COMMISSION
Federal Office Building
2815 2nd Avenue
Seattle, WA 98121

Telephone: (800) 669-4000

TO FILE AN ADA COMPLAINT WITH THE UNITED STATES DEPARTMENT OF JUSTICE:

If you feel you or another person have been discriminated against by any agency, organization, or institution covered by Title II of the Americans With Disabilities Act, you have a right to file a formal complaint by sending a letter to the Department of Justice. You must include the following information:

1. Your full name, address, and telephone number, and the name of the party discriminated against.
2. The name of the agency, organization, or institution that you believe has discriminated.
3. A description of the act or acts of discrimination, the date or dates of the discriminatory acts, and the name or names of the individual who you believe discriminated.
4. Other information you believe is necessary to support the complaint.

**DO NOT SEND ORIGINAL DOCUMENTS WITH YOUR LETTER.
SEND COPIES ONLY.**

The address is:

U.S. D.O.J., Civil Rights Division
Coord./Review Sec./P.O. Box 66118
Washington, D.C. 20035-6118

Telephone: (202) 514-0301
TDD: (202) 514-0383